

Carlisle Council on Aging Board Meeting Minutes - October 15th, 2013

10/15/13 7:01pm Clark Room

Abha Singhal, COA Board Chair called the meeting to order at 7:01pm. Board members present: Abha Singhal, Liz Thibeault, Peggy Hilton, Melinda Lindquist, Jean Sain, Verna Gilbert, Liz Bishop. Associate Board Members present: Natalie Ives, Mary Daigle. Staff present: David Klein, Angela Smith. FoCCOA representative present: Kerry Kissinger.

Handouts Distributed: 10/15/13 Agenda, 9/17/13 Board Minutes, Treasurer Report/Spreadsheet, 9/2013 Social Worker's Report, 9/2013 Outreach Coordinator and Program Manager's Report, 10/15/13 Director's Report., 10/10/13 Transportation Statistics Spreadsheet, Minuteman Senior Services FY2013 Service Report: Carlisle.

Secretary Minutes - The September minutes were presented and tabled until a quorum could be reached.

Treasurer's Report - Verna Gilbert presented the treasurer's report for discussion. A vote was tabled until a quorum could be reached.

Social Worker's report was discussed. Peter's work load was discussed and there was further clarification by Angela on Peter's behalf regarding one family's medical issue. The vote was tabled until a quorum could be reached.

Outreach Coordinator/Program Manager Reports - Angela described a recent encounter with a citizen who is the adult caregiver to their mother living with dementia in town. The resident presently has a paid care-giver periodically but the daughter was interested in having additional socialization through a 'friendly visitor.' Angela's preference would be to encourage present board members to become this senior's visitor.

Angela wanted to remind folks that Robbins Brook will be providing beverages and sponsoring a discussion on Medicare Open Enrollment, October 24th at 10 am at Village Court. There are many changes and choices that need to be reviewed every year before the December 7th close of enrollment.

The very well received dermatology clinic was discussed. David mentioned that the idea to sponsor the clinic came from one of the FoCCOA Board members who intended that the cost could be borne through the existing FoCCOA grant. Angela was able to arrange this particular clinic at 'no cost' to the COA or our clients thanks to the generosity of the doctor who will soon be going out on maternity leave. Angela will attempt to find a replacement for the next clinic, date to be determined. It was discussed that the COA would try to sponsor this clinic approximately every 6 months. Angela has begun work with a local Dermatology practice to get this type of service at a reduced rate with potential full or partial reimbursement from the FoCCOA.

A quorum was reached at 7:15 pm. Verna Gilbert moved to accept the Secretary, Outreach Coordinator/Program Manager, Treasurer and Social Worker Report by one vote. The motion was seconded and was passed by voice vote.

Director's Report - David presented the highlights from his report; his recent attendance at the MA COA conference and the MA Regional Transit Authorities (MARTA) Conference. The former allowed for a greater connectivity to fellow COA employees and state officials. The latter yielded key contacts for our October 31st Carlisle Transportation Discussion: Aniko Laszlo, MA DOT Statewide Mobility Manager; LRTA CFO, Dave Bradley; Theodora Fischer, MA HHS (Health and Human Services) Mobility Outreach Coordinator. Input from the community is being solicited by various citizens to begin to formulate the scope of needs to shape the future transportation services the town may offer.

A discussion ensued regarding the definition of 'unable to drive' as one of the requirements to qualify for town transportation services. The COA Transportation Policy includes a definition that may need to be updated.

Additionally, the HHS Mobility Outreach Coordinator who spoke at the MA COA conference has recommended COA's procuring an insurance policy to cover the volunteer drivers.

Transportation was touched upon. David has added a new data point - "Same Day Requests" to keep track of the number of times citizens phone last minute or day of for a ride. David reported that the COA has received very good feedback on all of the new drivers. Angela interjected that she received unsolicited kudos for our great customer service and one-to-one relationships the drivers develop with the clients.

David noted that the portion of his report will have to be updated in the next report due to recent changes in the State Procurement Rules for Agencies specific to the Chapter 149 Threshold. Liz Thibeault moved to accept the Director's Report. The motion was seconded and carried by voice vote.

Senior Day Trips - Our Sub-Committee Chair, Joanne Willens was not in attendance to give an update. In lieu of a report, David mentioned that several plays are proposed for the coming year and he complimented Joanne for her wide range of offerings.

Minuteman Senior Services - Jean Sain reported that at the 10/2/13 meeting, the MMSS Board was presented with a slate of officers for FY14 which was approved by unanimous vote. SHINE program trained counselors on the One Care program which opened October 1st. One Care is a new health insurance plan to provide services to low income people in Massachusetts between the ages of 21 and 64. This plan is a new federal initiative to better coordinate care of "duals" - people both on Medicare and Medicaid. The Quality Improvement Report FY14 was presented by Erin Weeded, Director of Quality Assurance. QA activity results were listed for years FY09, FY10, FY11, FY12 and FY13 which includes; Home Care Programs, Community Programs, Title III audits, Nutrition & Healthy Aging Programs, Employee satisfaction and referral sources & collaborating organizations. The MMSS Annual meeting will be held on November 6th. Representative, Sean Garballey, Arlington and Guy Napolioni from Lahey Clinic will speak. For additional MMSS information please refer to the handout: Minuteman Senior Services FY2013 Service Report: Carlisle.

FoCCOA - Kerry Kissinger recapped the 'Friends' recent meeting where trash pickup for elders of a certain age was discussed. The details for this future service, including provider, costs, coordinator, roll out date, etc. are still to be determined.

Kerry clarified the FoCCOA's position on the 'capital account' discussion from our last board meeting. He stated that the FoCCOA can receive larger gifts at anytime but that it is not the focus of their organization to solicit for a 'senior center.' Kerry also mentioned that while they can accept donations of any size; contributions that are over a certain threshold require increased tax reporting. The Friends will consider hosting an account for a 'Community Center' if no other community entity steps forward when and if that need arises. Meanwhile, the FoCCOA will stick to their mission which is supporting the COA's programming endeavors.

Old/New Business

"Bylaws Committee" presentation to update the COA Board's Policies and Procedures.

On September 11, 2013, Abha Singhal, Bylaw Sub Committee Chair, distributed proposed changes (below) to the voting members of the board to facilitate discussion and assist in the voting process.

(BOLD denotes changes, ~~strikethrough~~ denotes deletion)

4.1 The council shall consist of **nine (9)** appointed members, each serving a staggered, three-year term, and additional associate members as appointed by the council. All members must be Carlisle residents.

4.1.3 At least **five** members of the council shall be sixty years of age or over.

6.5 A quorum consisting of at least **five (5)** members entitled to vote shall be necessary and sufficient for the transaction of business at any Council meeting.

7.3 Should the vice-chairperson assume the role of chairperson for an extended period of time, this shall not be considered as serving as any portion of a subsequent term as chairperson.

7.5.2 **Review the Director's Income and Expenses** monthly **reports** to the level of detail required to **assure** adequate controls on spending.

~~7.5.3 Assist with the reconciliation of planned and actual spending reports provided by the town accountant with those provided by the Director~~

~~7.5.4 Assist with the preparation and execution of year-end spending plans~~

(Existing, Original 7.5.5 is proposed to become renumbered as 7.5.3.)

It was discussed that these proposed changes, should they pass, would become effective the start of FY15. (July 1, 2014). Further discussion ensued regarding the procedure to be followed to potentially ratify these changes at Carlisle Town Meeting - through a 'housekeeping' warrant article - as well as final approval through the State Executive Office of Elder Affairs. David Klein will follow through with Tim Goddard, Town Manager and Emmett Schmarsow prior to the next meeting for confirmation and clarification.

Liz Thibeault moved that the first three related line items (4.1, 4.1.3 and 6.5) as well as the final three line items (7.5.2, 7.5.3 and 7.5.4) be voted as one vote. This motion was seconded and carried by voice vote.

Liz T moved to approve by one vote, the proposed changes to the Carlisle COA Policies and Procedures line items 4.1, 4.1.3 and 6.5 referring to the submitted written proposal (Ed: above). The motion was seconded by Melinda Lindquist. Hearing no further discussion, Co-Secretary Liz Bishop proceeded with a roll call vote of board members. Results of the voting: Abha Singhal - Yes / Liz Thibeault - Yes / Peggy Hilton - Yes / Melinda Lindquist - Yes / Jean Sain - Yes / Verna Gilbert - Yes / Liz Bishop - Yes. Motion carried unanimously.

Verna Gilbert moved to accept the new version of 7.3. The motion was seconded and was carried unanimously by voice vote.

In preparation for the next vote and by way of explanation, Abha Singhal read the original 7.5.2 : "Assist with the preparation of monthly spending summaries to the level of detail required to assure adequate controls on spending." She continued to explain that a change in wording to: "review the Director's Income and Expenses monthly reports" will place the responsibility on the COA Director to produce financial reports for the Board and the board Treasurer will now 'review' the reports and act a check and balance. David clarified that there are still going to be three people actively "looking at the books", the COA Director, the Town Accountant and the COA Treasurer. (Ed: The Town Treasurer and the Town Accountant and the Town Administrator shall review the financial reports whenever and as often as they deem appropriate).

There was no further discussion on line items 7.5.3 or 7.5.4.

Liz Thibeault moved to accept by one vote, the proposed changes to 7.5.2 and the deletion of 7.5.3 and 7.5.4 as well as the renumbering of 7.5.5 to 7.5.3. The motion was seconded by Verna Gilbert. Hearing no further discussion the motion carried unanimously.

2nd DRAFT - to be corrected by others

Liz Thibeault moved that these new Policies and Procedures become effective at the start of FY15 (July 1, 2014). The motion was seconded and carried by voice vote.

Long Range Planning (LRP) Sub Committee - Liz Thibeault gave a rundown of the past few meetings of the LRP team. Great progress is being made with a format and a process to follow in order to get a comprehensive LRP that reflects our mission. The purpose for this is to have a "steering wheel" for the future - that continuously shifts out with a five year look ahead. She continued that the team is looking for a little bit of a stretch for the COA mission. The LRP would then be discussed at the Board level to then be submitted to the Board of Selectmen. The question was posed "are we doing what we need to do in order to move our organization forward, looking out the future and continuing to strive to meet the needs of the seniors?" Many ideas were then discussed.

Verna Gilbert moved to extend the meeting by 15 minutes to 8:45.

Abha then requested that every member of the board consider their ideas for stretch goals for the long term and email suggestions to her or Liz T.

David updated the Board regarding new policies in town hall for all cash receipts as fallout from the overall audit this past year. At this time David handles the cash receipts for the COA but will train the staff to be able to do it in his absence. David re-iterated Charlene's plea for board members to complete their ethics training and get sworn in. The Bedford Road development was discussed as it related to the potential COA use of community space within. It was noted that the COA was very well represented at the recent Bedford Road meeting where the senior/rec center (community center) would be located.

Verna Gilbert made a motion to adjourn at 8:44pm. Motion was seconded and carried.

Respectfully Submitted,
Liz Bishop COA Board Co-Secretary
Next Meeting: November 19th, 10:35am Town Hall - Clark Room